UNITED NATIONS

ST

Secretariat

ST/IC/1993/36
6 July 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director of General Services

Subject: DIPLOMATIC POUCH AUTOMATED VOICE INFORMATION SYSTEM

1. The purpose of the present circular is to inform staff members of new procedures in obtaining information regarding diplomatic pouch service between United Nations Headquarters and overseas offices.

2. In line with Organization-wide measures to improve efficiency, an automated voice information system has been installed in the Mail Operations Section to expedite processing of pouch materials. Information on outgoing pouch schedule and incoming pouch arrivals (i.e., day of dispatch/arrival and estimated transit time) and other pouch-related matters may be obtained by calling extension 3.7246 or 3.7247 followed by the first three (3) letters of the city of the selected destination. Thus, if information concerning the pouch schedules between Headquarters and Abidjan is needed, the letters ABI (corresponding to 224 on the touch-tone telephone), should be pressed after having reached that office on extension 3.7246 or 3.7247. Annex I is attached to familiarize staff members with the city codes in the automated voice information system. It should be noted that pouch material should be received no later than 24 hours before closing time for the destination concerned.

3. Reference should also be made to ST/AI/368 of 10 January 1991 which highlights instructions governing United Nations diplomatic pouch service.

Annex I

DIPLOMATIC POUCH UNIT AUTOMATED VOICE INFORMATION SYSTEM

	DESTINATIONS	CODE	DIGIT
1.	ABIDJAN (COTE D'IVOIRE)	ABI #1	2241
2.	ABU DHABI (UNITED ARAB EMIRATES)	ABU	228
3.	ACCRA (GHANA)	ACC	222
4.	ADDIS ABABA (ETHIOPIA)	ADD	233
5.	ALGIERS (ALGERIA)	ALG	254
6.	ALMA ATA (KAZAKHSTAN)	ALM	256
7.	AMMAN (ESCWA) (JORDAN)	AMM #1	2661
8.	AMMAN (UNDP) (JORDAN)	AMM #2	2662
9.	ANKARA (TURKEY)	ANK #1	2651
10.	ANTANANARIVO (MADAGASCAR)	ANT #1	2681
11.	APIA (SAMOA)	API #1	2741
12.	ASHKHABAD (TURKMENISTAN)	ASH #2	2742
13.	ASMARA (UNDP) (UNOVER) (ERITREA)	ASM	276
14.	ASUNCION (PARAGUAY)	ASU #1	2781
15.	ATHENS (GREECE)	ATH	284
16.	BAGHDAD (UNDP) (IRAQ)	BAG #2	2242
17.	BAGHDAD (UNAU) (IRAQ)	BAG #3	2243
18.	BAKU (AZERBAIJAN)	BAK	225
19.	BAMAKO (MALI)	BAM #1	2261
20.	BANGKOK (THAILAND)	BAN #2	2262
21.	BANGUI (CENTRAL AFRICAN REPUBLIC)	BAN #3	2263
22.	BANJUL (GAMBIA)	BAN #4	2264
23.	BEIJING (CHINA)	BEI #1	2341
24.	BEIRUT (UNDP) (LEBANON)	BEI #2	2342
25.	BEIRUT (UNICEF) (LEBANON)	BEI #3	2343
26.	BELGRADE (YUGOSLAVIA)	BEL	235
27.	BISHKEK (KYRGYZSTAN)	BIS #1	2471
28.	BISSAU (GUINEA-BISSAU)	BIS #2	2472
29.	BOGOTA (COLOMBIA)	BOG	264
30.	BRASILIA (BRAZIL)	BRA #1	2721
31.	BRAZZAVILLE (CONGO)	BRA #2	2722
32.	BRIDGETOWN (BARBADOS)	BRI #3	2743
33.	BRUSSELS (BELGIUM)	BRU #2	2782
34.	BUCHAREST (ROMANIA)	BUC	282
35.	BUENOS AIRES (ARGENTINA)	BUE	283
36.	BUJUMBURA (BURUNDI)	BUJ	285
37.	CAIRO (EGYPT)	CAI #4	2244
38.	CARACAS (VENEZUELA)	CAR	227
39.	COLOMBO (SRI LANKA)	COL #2	2652
40.	CONAKRY (GUINEA)	CON #3	2663
41.	COPENHAGEN (UNIC) (DENMARK)	COP #1	2671
42.	COPENHAGEN (IAPSO) (DENMARK)	COP #2	2672
43.	COTONOU (BENIN)	COT #2	2682
44.	DAKAR (SENEGAL)	DAK	325
45.	DAMASCUS (UNDP) (SYRIAN ARAB REP.)	DAM #1	3261
46.	DAMASCUS (UNDOF) (SYRIAN ARAB REP.)	DAM #2	3262
47.	DAR ES SALAAM (UNITED REP. OF TANZANIA)	DAR	327

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	DESTINATIONS	CODE	DIGIT
48.	DHAKA (BANGLADESH)	DHA	342
49.	DJIBOUTI (DJIBOUTI)	DJI	354
50.	DOHA (QATAR)	DOH	364
51.	DUSHANBE (TAJIKISTAN)	DUS	387
52.	FLORENCE (ITALY)	FLO	356
53.	FREETOWN (SIERRA LEONE)	FRE	373
54.	GABORONE (BOTSWANA)	GAB	422
55.	GENEVA (SWITZERLAND)	GEN #1	4361
56.	GEORGETOWN (GUYANA)	GEO #2	4362
57.	GUATEMALA (GUATEMALA)	GUA	482
58.	THE HAGUE (NETHERLANDS)	HAG	424
59.	HANOI (VIET NAM)	HAN	426
60.	HARARE (ZIMBABWE)	HAR	427
61.	HAVANA (CUBA)	HAV	428
62.	ISLAMABAD (UNDP) (PAKISTAN)	ISL #1	4751
63.	ISLAMABAD (OSGAP) (PAKISTAN)	ISL #2	4752
64.	JAKARTA (INDONESIA)	JAK	525
65.	JERUSALEM (UNIFIL) (ISRAEL)	JER #1	5371
66.	JERUSALEM (UNTSO) (ISRAEL)	JER #2	5372
67.	JOHANNESBURG (UNOMSA) (SOUTH AFRICA)	JOH	564
68.	KABUL (AFGHANISTAN)	KAB #1	5221
69.	KAMPALA (UGANDA)	KAM	526
70.	KATHMANDU (NEPAL)	KAT	528
71.	KHARTOUM (SUDAN)	KHA #1	5421
72.	KIEV (UKRAINE)	KIE	543
73.	KIGALI (RWANDA)	KIG	544
74.	KINGSTON (JAMAICA)	KIN #1	5461
75.	KINSHASA (ZAIRE)	KIN #2	5462
76.	KISHINEV (REPUBLIC OF MOLDOVA)	KIS #1	5471
77.	KUALA LUMPUR (MALAYSIA)	KUA #1	5821
78.	KUWAIT (UNDP) (KUWAIT)	KUW #1	5891
79.	KUWAIT (UNIKOM) (KUWAIT)	KUW #2	5892
80.	LAAYOUNE (WESTERN SAHARA)	LAA #2	5222
81.	LAGOS (NIGERIA)	LAG	524
82.	LA PAZ (BOLIVIA)	LAP	527
83.	LIBREVILLE (GABON)	LIB #2	5422
84.	LILONGWE (MALAWI)	LIL	545
85.	LIMA (PERU)	LIM #3	5463
86.	LISBON (PORTUGAL)	LIS #2	5472
87.	LOME (TOGO)	LOM #1	5661
88.	LONDON (IMO) (UNITED KINGDOM)	LON #2	5662
89.	LONDON (UNIC) (UNITED KINGDOM)	LON #3	5663
90.	LUANDA (UNAVEM) (ANGOLA)	LUA #2	5822
91.	LUANDA (UNDP) (ANGOLA)	LUA #3	5823
92.	LUSAKA (ZAMBIA)	LUS	587
93.	MADRID (SPAIN)	MAD	623
94.	MALABO (EQUATORIAL GUINEA)	MAL #1	6251
95.	MALE (MALDIVES)	MAL #2	6252
96.	MANAGUA (NICARAGUA)	MAN #1	6261
97.	MANAMA (BAHRAIN)	MAN #2	6262
98.	MANILA (PHILIPPINES)	MAN #3	6263
99.	MAPUTO (UNDP) (MOZAMBIQUE)	MAP #1	6271

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DESTINATIONS	CODE	DIGIT
100. MAPUTO (ONUMOZ) (MOZAMBIQUE)	MAP #2	6272
101. MASERU (LESOTHO)	MAS #3	6273
102. MBABANE (SWAZILAND)	MBA	622
103. MEXICO CITY (MEXICO)	MEX #1	6391
104. MINSK (BELARUS)	MIN	646
105. MOGADISHU (UNDP) (SOMALIA)	MOG #1	6641
106. MOGADISHU (UNOSOM) (SOMALIA)	MOG #2	6642
107. MONROVIA (LIBERIA)	MON #1	6643
108. MONTEVIDEO (URUGUAY)	MON #2	6644
109. MORONI (COMOROS)	MOR #1	6671
110. MOSCOW (RUSSIAN FEDERATION)	MOS #2	6672
111. MUSCAT (OMAN)	MUS	687
112. NAIROBI (UNDP) (KENYA)	NAI #1	6241
113. NAIROBI (UNEP) (KENYA)	NAI #2	6242
114. NDJAMENA (CHAD)	NDJ	635
115. NEW DELHI (INDIA)	NEW #2	6392
116. NIAMEY (NIGER)	NIA #1	6421
117. NICOSIA (CYPRUS)	NIC #2	6422
118. NOUAKCHOTT (MAURITANIA)	NOU	668
119. OUAGADOUGOU (BURKINA FASO)	OUA	682
120. PANAMA (PANAMA)	PAN #1	7261
121. PARIS (FRANCE)	PAR	727
122. PISA (ITALY)	PIS	747
123. PHNOM PENH (UNDP) (CAMBODIA)	PHN #1	7461
124. PHNOM PENH (UNTAC) (CAMBODIA)	PHN #2	7462
125. PORT-AU-PRINCE (UNDP) (UN/OAS) (HAITI)	POR #1	7671
126. PORT LOUIS (MAURITIUS)	POR #2	7672
127. PORT MORESBY (PAPUA NEW GUINEA)	POR #3	7673
128. PORT-OF-SPAIN (TRINIDAD AND TOBAGO)	POR #4	7674
129. PRAGUE (CZECH REPUBLIC)	PRA #1	7721
130. PRAIA (CAPE VERDE)	PRA #2	7722
131. PYONGYANG (DEM. PEOPLE'S REP. OF KOREA)	PYO	796
132. QUITO (ECUADOR)	QUI	784
133. RABAT (UNDP) (MOROCCO)	RAB #1	7221
134. RABAT (UNIC) (MOROCCO)	RAB #2	7222
135. RAWALPINDI (UNMOGIP) (PAKISTAN)	RAW	729
136. RIGA (LATVIA)	RIG	744
137. RIO DE JANEIRO (BRAZIL)	RIO #3	7463
138. RIYADH (SAUDI ARABIA)	RIY	749
139. ROME (FAO) (ITALY)	ROM #1	7661
140. ROME (UNIC) (ITALY)	ROM #2	7662
141. SANA'A (YEMEN)	SAN #2	7262
142. SAN JOSE (COSTA RICA)	SAN #4	7264
143. SAN SALVADOR (ONUSAL) (EL SALVADOR)	SAN #5	72651
144. SAN SALVADOR (UNDP) (EL SALVADOR)	SAN #5	72652
145. SANTIAGO (CHILE)	SAN #6	7266
146. SANTO DOMINGO (UNDP) (DOMINICAN REPUBLIC)	STO #3	72631
147. SANTO DOMINGO (INSTRAW) (DOMINICAN REP.)	STO #3	72632
148. SAO TOME (SAO TOME AND PRINCIPE)	SAO #7	7267
149. SEOUL (REPUBLIC OF KOREA)	SEO #8	7268
150. SOFIA (BULGARIA)	SOF	763
151. SUVA (FIJI)	SUV	788

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DESTINATIONS	CODE	DIGIT
152. SYDNEY (AUSTRALIA)	SYD	793
153. TALLINN (ESTONIA)	TAL	825
154. TASHKENT (UZBEKISTAN)	TAS	827
155. TBILISI (GEORGIA)	TBI	824
156. TEGUCIGALPA (HONDURAS)	TEG #1	8341
157. TEHRAN (UNDP) (IRAN (ISLAMIC REP. OF))	TEH #2	8342
158. TEHRAN (UNOSGI) (IRAN (ISLAMIC REP. OF))	TEH #3	8343
159. THIMPHU (BHUTAN)	THI	844
160. TIRANA (ALBANIA)	TIR	847
161. TOKYO (JAPAN)	TOK	865
162. TRIPOLI (LIBYAN ARAB JAMAHIRIYA)	TRI	874
163. TUNIS (TUNISIA)	TUN	886
164. ULAN BATOR (MONGOLIA)	ULA	852
165. VIENNA (AUSTRIA)	VIE #1	8431
166. VIENTIANE (LAO PEOPLE'S DEM. REP.)	VIE #2	8432
167. VILNIUS (LITHUANIA)	VIL	845
168. WARSAW (POLAND)	WAR #1	9271
169. WASHINGTON (IBRD) (UNITED STATES)	WAS #2	9272
170. WASHINGTON (UNIC) (UNITED STATES)	WAS #3	9273
171. WINDHOEK (NAMIBIA)	WIN	946
172. YANGON (MYANMAR)	YAN #1	9261
173. YAOUNDE (CAMEROON)	YAO #2	9262
174. YEREVAN (ARMENIA)	YER	937
175. ZAGREB (UNPROFOR) (CROATIA)	ZAG	924